

Procedures for Expenditure Processing of DCAS Chargebacks

These procedures are used by the DFAS-IN Expenditure Operations Division. These procedures are used in conjunction with the DCAS student guide, DCAS Standard Operating Procedures (SOP) (<https://dfas4dod.dfas.mil/centers/dfasin/library/policy01/dcassop.pdf>), DoD FMR 7000.14 Volume 3-Chapter 11, and DCAS policy messages (01-24 and 01-26) on chargebacks, effective July 1, 2001. This document is published as "**information only**" for the field sites.

As defined in the DCAS student guide, the newest version of the DCAS software (V0002.13 NT) released May 21, 2001, contained new screens for the processing of chargeback transactions. (Note that DCAS released V0101.14 NT on July 2, 2001, to fix problems identified with V0002.13.) All cross-disbursing chargeback transactions will be processed through DCAS. Since no chargebacks are allowed to transactions originating outside the DOD, like State Department and GSA, any of the invalid charges will continue to be processed under current procedures of charging the transaction forward to the correct accounting station. Similarly, no transactions of \$2,500 or less will be charged back, unless they relate to travel advances and settlements, pay entitlements, FMS transactions, and fraud. The list of the valid reasons for charging a transaction back appear in the DCAS SOP and DoD FMR Volume 3, Chapter 11 and should be reviewed thoroughly before initiating any chargeback. These policies apply only to cross-disbursements, TFO/TBO rejects will continue to be processed as station to station rejects on the Uncleared Listing by citing OA=99 on the field reported 304 report. (Please note that DFAS-Columbus DSSN payments to the Indianapolis network FSNs are considered cross-disbursements under DCAS and should follow the procedures for DCAS cross-disbursing chargebacks, and vice versa.) Also, station to station cross-disbursing charge backs will eliminate the need to send hardcopy documentation; however, SOT to detail transactions between the Centers will still require backup documentation to be processed.

(1) Type I Chargebacks (accounting station to paying/entitlement station):

Other Networks Original Charges to DFAS-IN Network:

A. Accounting Station's DSSN on DCAS (currently only 5570): The accounting station at the field sites will now be required to enter an acceptance record on their 304 report to clear the uncleared listing. The field site will then process a SF 1081 through their respective disbursing system (usually SRD1) as a For Self type transaction. The SF 1081 will reverse the accepted appropriation and cite the DO Suspense Account of the appropriate Department/Agency of the originator, according to the following list:

17 F3875.0500 if original charge was from Navy citing Dept 21 funds
17 F3875.0700 if original charge was from Navy citing Dept 97 funds

17 F3875.0501 if original charge was from Marines citing Dept 21 funds
17 F3875.0701 if original charge was from Marines citing Dept 97 funds

57 F3875.0500 if original charge was from Air Force citing Dept 21 funds
57 F3875.0700 if original charge was from Air Force citing Dept 97 funds
57 F3875.0810 if original charge was from Air Force citing FMS funds

97 F3875.0500 if original charge was from Columbus

The chargeback will cite the accounting station of the original disbursing station as prescribed in the DCAS chargeback tables. The chargeback will then flow into DCAS through ODS like the normal process. The entitlement/disbursing station at the field site will then add the supplemental data to the DCAS transaction and either match the transaction to the original charge (if the original charge was through DCAS) or add the original transaction on the chargeback transaction screen (if the original charge was not through DCAS). Since the chargeback transaction is processed through DCAS as station to station, the field site is not required to mail any support documentation. The chargeback will flow through DFAS-IN expenditure on the DELMAR 302 report as FDRI 36B to the Unreconciled Input Differences Report (UIDR). During the same month, the DFAS-IN expenditure Army for Others team will extract the distributed chargeback from DCAS and populate the 110 side of the UIDR to match and clear the 302 chargeback transaction. Under this scenario, the DFAS-IN expenditure cross-disbursing (Air Force or Navy) teams no longer have responsibility to process these station to station chargebacks.

B. Accounting Station's DSSN Not on DCAS: The accounting station at the field site will enter a reject record (OA=99) on their 304 report to clear their TFO/TBO uncleared listing. The field will then send the reject package and backup documentation to the DFAS-IN expenditure cross-disbursing (Air Force or Navy) team. The DFAS-IN expenditure cross-disbursing team will process a clearance acceptance as FDRI 34A to the OA=99 on behalf of the Navy or Air Force disbursing station and re-charge the transaction citing FDRI 34A to OA=90 to station 1133/1144 for accounting station 11133/11144. Then, the DFAS-IN expenditure team will prepare the SF 1081 to chargeback to the appropriate accounting station. (Note: prior to this release Denver, Cleveland, and Columbus all required transactions to go to an appropriate chargeback station at the Center.) The appropriate chargeback station can be derived from the DCAS DSSN and station sole accountability tables on DCAS. Currently, Cleveland is still using the pseudo chargebacks station 219900 for Type I chargebacks to the Cleveland network. Denver and Columbus are using specific accounting stations for each DSSN for Type I chargebacks, while Kansas City is using pseudo accounting stations for each DSSN for Type I chargebacks. The Navy or Air Force team will submit the reversal of the original charge citing FDRI 34A on the DELMAR from charging station 1133/1144 to accounting station 11133/11144. The other side of the SF 1081 will chargeback the DO Suspense Account citing FDRI 36B for the appropriate Department/Agency of the originator, using the chargeback accounting stations defined in the DCAS DSSN and station sole accountability tables and the same appropriations as defined above in Section A. Likewise, DFAS-IN expenditure cross-disbursing team must still manually input the chargeback into DCAS to be distributed. The DFAS-IN expenditure cross-disbursing team will match the chargeback to the original charge in DCAS if the original charge was processed through DCAS or manually enter the original charge to the chargeback screen if the original charge did not process through DCAS. If the original charge cited another network or invalid FSN, enter in the appropriate pseudo accounting station 11133/11144 to pass edits and put the original FSN in the notes field in DCAS. The chargeback FDRI 36B transaction will flow to the UIDR under the charging station 1133/1144. The DFAS-IN expenditure Army team will extract the DCAS distributed transactions and load these lines to the UIDR 110 side to match the FDRI 36B charge.

DFAS-IN Original Charges to Other Networks:

A. Accounting Station's DSSN on/not on DCAS: Since all the DFAS-IN network accounting station's are on DCAS/ODS to pull their distributed transactions, no distinction is made between those stations with DSSNs on DCAS and those stations without DSSNs on DCAS. The accounting station of the disbursing station who made the original charge must

pull their chargeback transactions down from ODS. They should realize that they will not receive a 110 listing from Indianapolis or an SF 1081 from the station charging them back (unless the Accounting Center is charging back SOT to detail), as these transactions will be coming directly from the other services accounting stations through DCAS. However, these chargebacks will still be loaded to the TFO/TBO uncleared system under the chargeback accounting station of the originating disbursing station. For chargebacks to the Indianapolis network, each entitlement station is assigned a chargeback accounting station for centralized disbursing (5570) transactions, while each DSSN is assigned a chargeback accounting station for non-5570 transactions. A list of these chargeback accounting stations can be found in the DCAS entitlement station and disbursing station queries. The accounting station will need to modify their ODS query to include the additional chargeback data elements now provided in DCAS. Once the transactions are pulled down, the accounting station can identify the charges citing 21 F3875.**** as chargeback transactions, where the **** represents the service charging back (0300 for Coast Guard, 0400 for Navy, 0410 for Marines, 0600 for Air Force, and 0700 for DOD activities). The accounting station should ensure the minimum data elements defined in the chargeback policy are included in the DCAS file and process the transaction accordingly.

(2) Type II Chargebacks (paying center to disbursing/entitlement station):

If after 60 days the supplemental data is not entered correctly in DCAS, the DFAS-IN expenditure Army for others team will process a chargeback transaction to the accounting station of the disbursing/entitlement station that made the original payment. The DFAS-IN Army team will first mark the transaction as a User Declared Treasury Error in DCAS, then to a Treasury Error Cleared. The Army team should NOT need to manually enter the reversal credit charge into DCAS because it does not represent a cross-disbursement by being a charge from a DFAS-IN Paying Center to a DFAS-IN accounting station. However, DFAS-Arlington may require the Army team to manually enter the transaction and match the reversal to the original charge in DCAS to ensure the audit trail is kept in DCAS. Next, the DFAS-IN Army team will process a SF 1081 by processing a reversal charge to FDRI 36B to clear the UIDR and a chargeback citing FDRI 34A to 21 F3875.0500 to the TFO/TBO uncleared system citing the accounting station of the disbursing station. The SF 1081 should be submitted in the DELMAR and the hardcopy SF 1081 and raw data screen will still be sent out to the accounting station of the disbursing station.

(3) SOT to Detail Chargebacks (paying center to disbursing/entitlement station or accounting center to paying center):

A. DFAS-IN Paying Center Responsibilities: DFAS-IN as the Paying Center will process chargebacks after 90 days, but no later than 120 days. After 90 days if a SOT to detail transaction still exists on the UIDR, DFAS-IN will process the transaction as a chargeback. The DFAS-IN Army team will process a SF 1081 by charging the reversing credit as a FDRI 36B to clear the UIDR and then a chargeback citing FDRI 34A and 21 F3875.0500 to the TFO/TBO uncleared system citing the accounting station of the disbursing station. Since technically the chargeback will be from the DFAS-IN Paying Center to a DFAS-IN network accounting station, the transaction will not flow through DCAS.

B. DFAS-IN Accounting Center Responsibilities: DFAS-IN as the Accounting Center will receive SOT to detail chargebacks from other Centers only. These chargebacks will cite 21 F3875.0900 for FSN 011111 and be reflected as such in the DCAS station sole accountability table, so DCAS will automatically assign the FSN of 011111 when Center

chargeback summary to detail charges to DFAS-IN. DFAS-IN expenditure cross-disbursing teams will need to query DCAS/ODS for FSN 011111 Center chargebacks. The chargeback would have been loaded by the respective Cleveland or Denver Center and will flow through DCAS to the DFAS-IN Center. Since this is SOT to detail chargebacks, DFAS-IN expenditure should receive SF 1081s and hardcopy documentation from the charging Center. The DFAS-IN expenditure Air Force or Navy team will process the detail chargeback through HCD as an FDRI 34A, OA=90, charging Center's DSSN (3801 for Denver and 8522 for Cleveland), TL=CB, to the DO suspense account 21 F3875.0900 (July 2001 transactions forward) or 21F3875.0600 (prior to July 2001 for Air Force) or 21F3875.0400 (prior to July 2001 for Navy) citing the pseudo accounting station 088833/088844 on TFO/TBO uncleared system. The detail chargeback will match against the SOT to ensure cross-disbursing reconciliation reports are properly reflected. The DFAS-IN expenditure Air Force or Navy team will then pass the transaction over to the DFAS-IN expenditure Army team to maintain a tracking log of the SOT to detail chargebacks on the TFO/TBO uncleared system. The DFAS-IN expenditure Army team will verify that differences exist on the UIDR. As UIDR chargebacks are initiated they will be offset against the SOT to detail chargebacks from the other Centers until all prior year adjustments are up-to-date. The DFAS-IN expenditure Army team will need to prepare the hardcopy transmittal and attach the backup documentation to send to the Army accounting station for these chargebacks. Every attempt will be made to offset the chargebacks against UIDR differences; however, unsubstantiated transactions will be charged back to the originator. If it has been determined by DFAS-IN expenditure to reverse a chargeback, the Air Force or Navy team will load a reversing charge citing FDRI 34A, OA=90 from station 1133/1144 to station 11133/11144 for 21F3875.0900 (or appropriate Center limit for transactions prior to July 2001) and prepare the SF 1081 in the DELMAR. File maintenance may be required on the TFO/TBO uncleared system if the original charge has already been loaded to station 088833/088844. If not, the original charge can be loaded through HCD citing 1133/1144 to station 11133/11144 to match to the reversing charge. The chargeback will be to the appropriate accounting station and limit identified by each Center for SOT to detail chargebacks citing FDRI 36B. The Navy or Air Force team would then need to manually enter the chargeback in DCAS and send out the SF 1081 to the appropriate Center. The Army team would extract the DCAS distributed transaction and load to the UIDR 110 side to match against the FDRI 36B charge on the UIDR. Below is the list currently identified for SOT to detail chargebacks by the other Centers:

17 F3875.0900	889900 Summary to detail chargebacks to Cleveland-Navy
17 F3875.0901	270000 Summary to detail chargebacks to Cleveland-Marines
57 F3875.0900	218600 Summary to detail chargebacks to Denver
57 F3875.8000	219700 Summary to detail chargebacks to Denver FMS
97 F3875.0900	55555 Summary to detail chargebacks to Columbus

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